

CERS: California Environmental Reporting System

Business User: How to Add a Facility

The following help article will provide step-by-step instruction on how to add a new Facility record to an existing Business User account, in the California Environmental Reporting System (CERS).

This process may be used to regain access to records previously created in the Unidocs system, to gain access to an existing Facility record in CERS, or to create a new Facility record – if one does not currently exist, in CERS.

Once a Facility record has been added (and approved – if requesting access to an existing Facility), a Business User may update or change information, in preparation for submitting electronically to the regulatory agency.

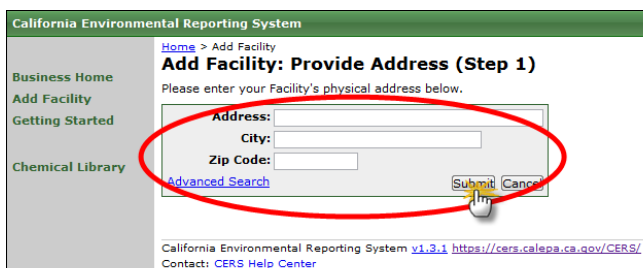
1. Log in to the CERS application.
(<https://cers.calepa.ca.gov/CERS/SignIn.aspx>)

2. Select the “Add Facility” link from the left-hand navigation bar.

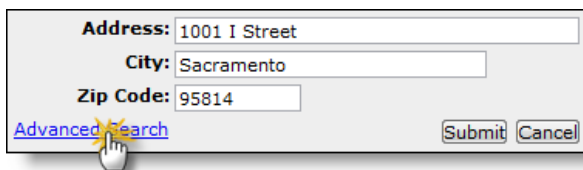


3. Search for Facility.

A. Enter the address of the Facility you wish to add and select the “Submit” button.



B. **OR**, if you know the Facility’s CERS ID or Facility ID, select the “Advanced Search” link...



...Then, enter all applicable information and select the "Submit" button.

California Environmental Reporting System Home Help Sign Out (Cers Business Test)

Home > Add Facility

Add Facility: Provide Address (Step 1)

Please enter your Facility's physical address below.

Address: 1001 I Street Facility ID:

City: Sacramento CERS ID: 10122421

Zip Code: 95814 Facility/Business Name:

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Contact: [CERS Help Center](#)

4. Select Facility from listed results.

A listing of all Facility records matching your search criteria will be generated. Select the appropriate option (as specified below) to continue.

Yes – Proceed to **Step 4-A**.

No – Proceed to **Step 4-B**.

Cancel – Proceed to **Step 4-C**.

California Environmental Reporting System Home Help Sign Out (Cers Business Test)

Home > Add Facility

Add Facility: Select Existing Facility (Step 2)

Your Facility may already exist in CERS.

Is your facility shown below?

Status	CERS ID	Address	City	Facility Name
No Access	10120837	1001 I Street	Sacramento	Test Business Facility
No Access	10121542	1001 I Street	Sacramento	Test Facility
No Access	10122031	1001 I Street	Sacramento	Mike Reagan's Tech Paradise (TEST)
No Access	10122421	1001 I Street	Sacramento	Admin Test Facility
No Access	10124398	1001 I Street	Sacramento	CERS Business Test

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Contact: [CERS Help Center](#)

- A. **Select the "Yes" button if the correct Facility record is shown in the search results.** After doing so, use the "Select" button, next to the appropriate Facility record, to continue.

California Environmental Reporting System Home Help Sign Out (Cers Business Test)

Home > Add Facility

Add Facility: Select Existing Facility (Step 2)

Use the "Select" button next to the Facility you wish to add to your business.

	CERS ID	Address	City	Facility Name
<input type="button" value="Select"/>	10120837	1001 I Street	Sacramento	Test Business Facility
<input type="button" value="Select"/>	10121542	1001 I Street	Sacramento	Test Facility
<input type="button" value="Select"/>	10122031	1001 I Street	Sacramento	Mike Reagan's Tech Paradise (TEST)
<input type="button" value="Select"/>	10122421	1001 I Street	Sacramento	Admin Test Facility
<input type="button" value="Select"/>	10124398	1001 I Street	Sacramento	CERS Business Test

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To confirm this Facility access request, select the “Request Access” button.

California Environmental Reporting System

Home > Add Facility

Add Facility: Confirmation (Step 3)

Please confirm this is the Facility you wish to request access to.

CERS ID: 10122421

Facility/Business Name: Admin Test Facility

Address: 1001 I Street

City: Sacramento

State: CA

Zip Code: 95814

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Contact: [CERS Help Center](#)

After selecting the “Request Access” button, a confirmation page will appear.

(Note: Once submitted, this Access Request must be reviewed by the assigned CERS Regulator User (CUPA/PA). For any follow-up, questions, or concerns, please contact the appropriate Regulatory Agency.)

To add additional Facility records, select the “Add Another Facility” link, under the “Other Actions” section, then repeat Steps 2-4.

California Environmental Reporting System

Home Help Sign Out (CERS Business Demo User)

Home > Add Facility

Add Facility: Confirmation (Step 3)

Your access request will be reviewed by a Regulator for approval. Upon approval you will receive an email notification you have been granted access to this facility.

Other Actions

- [Getting Started with CERS](#)
- [Add Another Facility](#)
- [Return](#)

California Environmental Reporting System v1.3.1 <https://cers.calepa.ca.gov/CERS/>
Contact: [CERS Help Center](#)

Or, select the “Return” link, to return to the “Business Home” page.

California Environmental Reporting System

Home Help Sign Out (CERS Business Demo User)

Home > Add Facility

Add Facility: Confirmation (Step 3)

Your access request will be reviewed by a Regulator for approval. Upon approval you will receive an email notification you have been granted access to this facility.

Other Actions

- [Getting Started with CERS](#)
- [Add Another Facility](#)
- [Return](#)

California Environmental Reporting System v1.3.1 <https://cers.calepa.ca.gov/CERS/>
Contact: [CERS Help Center](#)

(NOTE: The “Add Facility” process is complete, after successfully finishing Step 4-A.)

- B. Select the “No” button, if the correct Facility record is not shown in the search results. After doing so, you will be prompted to enter information, to create a new Facility record.

(NOTE: To avoid creating duplicate Facility records, please ensure that you have refined your search and no other records currently exist. – See Step 4-C for more information.)

California Environmental Reporting System

Home > Add Facility

Add Facility: Confirmation (Step 3)

Please supply a Business Name and verify the information below for your facility.

Facility/Business Name: CERS Business Test

Address: 1001 I Street

City: Sacramento

State: CA

Zip Code: 95814

Add New Facility Cancel

California Environmental Reporting System v1.3.1 <https://cers.calepa.ca.gov/CERS/>
Contact: [CERS Help Center](#)

After selecting the “Add New Facility” button, a confirmation page will appear, displaying the Business name and address of the newly created Facility record. Select the “Start Submittal” button, to begin editing information for this new Facility.

California Environmental Reporting System

Home > Add Facility

Add Facility: Confirmation (Step 3)

Your new facility has been added to CERS.

New Facility Added

CERS Business Test
1001 I Street
Sacramento, CA 95814

Start Submittal

Other Actions

- [Getting Started with CERS](#)
- [Add Another Facility](#)
- [Return](#)

California Environmental Reporting System v1.3.1 <https://cers.calepa.ca.gov/CERS/>
Contact: [CERS Help Center](#)

OR, to add additional Facility records, select the “Add Another Facility” link, under the “Other Actions” section, then repeat Steps 2-4.

California Environmental Reporting System

Home > Add Facility

Add Facility: Confirmation (Step 3)

Your new facility has been added to CERS.

New Facility Added

CERS Business Test
1001 I Street
Sacramento, CA 95814

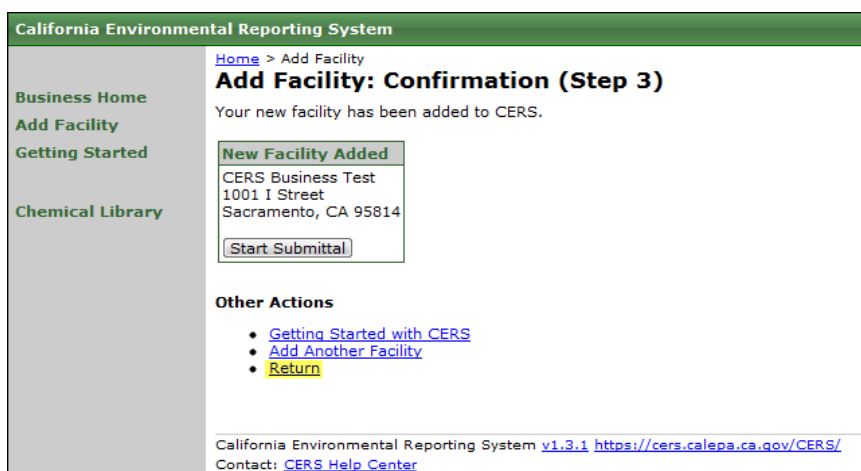
Start Submittal

Other Actions

- [Getting Started with CERS](#)
- [Add Another Facility](#)
- [Return](#)

California Environmental Reporting System v1.3.1 <https://cers.calepa.ca.gov/CERS/>
Contact: [CERS Help Center](#)

Or, select the “Return” link, to return to the “Business Home” page.



(NOTE: The “Add Facility” process is complete, after successfully finishing Step 4-B.)

- C. **Select the “Cancel” button, if you wish to return to the *Add Facility: Search (Step 3)*.** Here, you may refine your search, to ensure a Facility record does not currently exist in CERS, before creating a duplicate record.

Follow Steps 3-4 to perform an additional search and either: A. Request access to a current Facility record, *OR* B. Create a new Facility record.

Need Further Assistance?

For further assistance, regarding issues not discussed in this documentation, please see the CERS Help articles at: <https://cers.calepa.ca.gov/Help/Default.aspx>.

If the appropriate documentation is not available, please contact the CERS Help Center at:
cers@calepa.ca.gov.

In order to best assist you, please provide as much detail as possible. This may include:

- CERS ID number(s) for any Facility/Facilities you are working with.
- E-mail address associated with your CERS-Key Business or Regulator User account.
- Written text and/or screenshots of any error messages received.
- Describe what task you are attempting to accomplish, when encountering the issue. (For example: Encountering an error message when attempting to submit an Access Request for a new Facility, with the “Add Facility” wizard.)